

Transportation Policy

Occasionally, Teamworks may transport campers to take them on Field Trips to local areas. Any time campers are transported, the following policies and procedures will be followed:

- Only the number of children or adults for who there is seating will be transported in the vehicle.
- When equipment is being transported with the campers, the total weight of the vehicle, campers and equipment included, will not exceed the total weight specified by the manufacturer.
- Campers are required to be seated at all times when the vehicle is moving. They are not allowed to sit in the aisle, bed of a truck, or put any part of their body outside of the vehicle at any time.
- Any camper, staff member, or driver riding in a vehicle is required to wear a seatbelt.
- When more than eight campers under the age of five are being transported or when more than two campers with physical handicaps are being transported, an additional counselor will be provided in addition to the driver.
- No sharp, heavy, or potentially dangerous objects shall be transported when campers are being transported unless these objects are fully restrained.
- The driver of the vehicle will be made aware of any special conditions of any campers or staff which could potentially cause difficulty while driving.
- Campers under the age of 7 shall not be transported more than an hour, one way, between their home and the camp on a regular basis.
- Any driver who is transporting campers must have a valid Driver's License for the type of vehicle being driven, be at least 18 years of age, and have at least two years of experience driving. The driver or another counselor in the vehicle must be First Aid and CPR certified.
- No personal vehicle will be used to transport campers.
- Any vehicle used to transport campers will have the required amounts of liability insurance.
 - Injury per person - \$100,000.00
 - Injury per accident - \$300,000.00
 - Property damage - \$5,000.00
- All vehicles used for transporting campers will comply with all parts of Massachusetts General Law Ch. 90. Sections 7B and 7D
 - If there are less than 14 passengers and a driver is a camp coach or director, a private vehicle may be used.
 - If there are more than 14 passengers, the vehicle being used must be a school bus.
 - All vehicles must be RMV compliant
- Once in the vehicle, the counselor and/or driver will take attendance prior to departing Teamworks and prior to departing the Field Trip location in order to ensure all campers are accounted for.
- While within a vehicle, the proper camper to counselor ratios will be maintained:
 - 5:1 for children aged 6 and under
 - 10:1 for children aged 7 and older

Transportation to T.J. O'Grady Skate Park

When Teamworks runs Skateboarding camp, typically on Fridays we will take campers to T.J. O'Grady Skate park. If the camp has 10 campers or less, we will rent a vehicle from AVIS Car Rental in Maynard, MA. This Rental facility provides liability insurance of up to \$2,000,000.00. Teamworks will purchase this insurance when renting the vehicle. If the camp has 11 to 20 campers, we will rent a vehicle on both Thursday and Friday and transport half of the group on Thursday and half of the group on Friday. Campers will never leave Teamworks in groups of more than 10 for a Field Trip to T.J. O'Grady Skate Park.

- A copy of AVIS Rental Liability Insurance for purchase is located after this Transportation policy
- Teamworks will utilize the route identified below to transport campers from Teamworks Acton (30 Great Rd, Acton, MA 01720) to T.J. O'Grady Skate Park (Hayward Road, Acton, MA 01720)
 - Pull out of Teamworks driveway and take a left onto MA-119W/MA-2W.
 - Take a left onto Concord Road.
 - At the end of Concord Road, take a left onto MA-27S
 - Take a slight right onto Hayward Road
 - The Destination will be on the left in about ½ a mile.
- We will follow the same route back to Teamworks.
- Campers will leave the facility by 9:30am on Thursday or Friday and return by 1pm on the same day.

Transportation to Wetherbee Hiking Area

When Teamworks runs Outdoor Adventure camp, we will typically bring campers on a local area hike off of Wetherbee Road once a week dependent on weather. This conservation area has a hike that is a 1 mile loop. Campers will walk to this area by foot. This area can be accessed through the back Teamworks Parking lot. Campers will walk in groups of 10 using the buddy system. Two counselors will be provided for every 10 campers.

- Campers will be transported to Wetherbee Hiking Area using the following directions
 - Campers and Counselors exit the Teamworks parking lot utilizing the back exit. They will stay to the left side of the parking area in a single file line when walking with one counselor at the front and one counselor at the back of the line.
 - Once they reach the end of the parking area, the group will stay on the left side of the road as they approach the hiking area, again in a single file line with one counselor in the front of the line and one counselor at the back of the line.
- Campers will be transported back to Teamworks using the same route.
- Campers will complete the 1 mile loop trail and return back to Teamworks. Typically they will depart by 9:30am on the chosen day for hiking and return by 12pm on the same day.

Traffic Control Policy

- In order to reduce risk of injury and accidents in the parking lot, directional arrows have been painted on the pavement to indicate which way cars should travel.
- All campers and parents must enter through the front doors of the facility. All other doors in the facility will remain locked from the inside and closed unless they need to be opened for a special activity.
- All campers must be walked into the Teamworks facility by a parent or guardian. This includes our CIT campers.
- Parents and guardians must sign their child/children in on the camp sign-in sheet at the time of drop off.
 - Parents/Guardians will sign their name, write the time the children were dropped off, and also clearly write the name of the person who will be picking their children up.
 - Children will then be directed as to where they can put their personal items as well as the area in which they can find their group.
- At pick-up time, all parents/guardians must enter the facility through the front door and sign their child/children out on the camp sign-out sheet.
 - Anyone who indicates they have arrived to pick a child up must show a valid form of ID. (i.e. Work ID, License, Passport, etc.)
- Campers may not sign-in or sign-out their siblings or other campers.